

COLIN DONNELLY

| O n e 2 3 D o n n e l l y @ o u t l o o k . c o m

September 22, 2025

Mr. Keith W. Babb, Jr.
Mayor
City of Pahokee
207 Begonia Drive
Pahokee, FL 33476

RE: Interim Town Manager Position

Dear Mr. Babb,

I am writing to express my interest in the interim town manager position advertised by you. With over 17 years of executive management experience in municipal government, including roles as assistant city manager and town manager, I am confident in my ability to contribute to the delivery of municipal services to residents of the city of Pahokee and to continue moving the City Commission's vision forward on an interim basis during your city manager search.

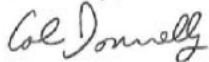
During my tenure as Assistant City Manager for the City of Dania Beach, Florida, I played a pivotal role in modernizing city operations, managing a diverse range of departments, and overseeing complex projects. My responsibilities included policy review, budget preparation, labor relations, grant administration, and risk management. I led key projects such as the redevelopment of a city marina and successfully negotiated contracts with public safety and service providers, enhancing community services while maintaining fiscal responsibility.

In my latest role as CIP Grants Administrator, I managed the compliance of 19 active grants and oversaw 30 capital projects in various stages. This position has honed my skills in capital planning, project management, and inter-departmental coordination, all of which have provided a better understanding of effective municipal administrative processes.

My educational background includes a Master of Public Administration from Rutgers University, complementing my hands-on experience with a solid theoretical foundation in the field of public administration. Additionally, I am engaged in professional development, seeking certification in public procurement and human resource management.

I recently returned to Florida from New Jersey to resume my career in public administration. The position of interim town manager is an excellent opportunity for me, and it will be a benefit to the City of Pahokee. I currently reside in South Florida and am therefore available to meet with your hiring committee in person.

Sincerely,



Colin Donnelly

COLIN DONNELLY

██████████ | One23Donnelly@outlook.com

SUMMARY

Motivated public sector leader with 17 years of executive management experience. Best known for ethical leadership and a team player dedicated to systematic organization improvement. A creative solution orientated leader who is comfortable working within tight fiscal constraints. A solid, well-rounded administrator from working in complex smaller municipalities.

PROFESSIONAL SKILLS

- Procurement
- Project Management
- Employee and Labor Relations
- Policy Creation
- Capital Planning
- Creative
- Contract Negotiation
- Grant Administration

WORK EXPERIENCE

CIP Grants Administrator

City of Dania Beach

Sep 2019 – Oct 2024

Dania Beach, Florida

- Coordinate the development of the City's Five-year Capital Improvement Plan with staff, the Administration, elected officials, contract planners and engineers.
- Coordinate 30 active capital projects to keep design, bidding, construction, and project close-out on-schedule.
- Manage grant compliance for 19 Active Grants and liaise with finance for payments and reimbursements.
- Pair funding agencies with capital projects
- Manage contract grant writers and coordinate applications.

Consultant

Self

Apr 2019 – Sep 2019

- Grant Writing and Management; Capital Planning; and Project Management.

Assistant City Manager

City of Dania Beach

Dec 2006 – Mar 2019

Dania Beach, Florida

- Performed duties as directed by the city manager and acted as city manager in his absence. In City Manager Acting capacity for five months.
- Dania Beach is located in South Florida, with an area of 8.3 square miles and a population of 31,000.
- Directly managed HR division with the authority to recommend hiring and firing (130 FTEs.)
- Code Compliance, Parks and Recreation, Beach, and Community Development were direct reports.
- Managed the planning, design, and construction of a new city marina and acquired \$5M in grants for \$8M construction cost.
- Represented the city manager through the annual budget process that maintained consistent tax rates and improved service levels through changing economic conditions.
- Led lease negotiations for several city assets and managed contracts: fishing pier, restaurant, and marina.
- Negotiated labor agreements with general employees and fire unions.
- Authored two city branding slogans: Living in History, Preparing for Tomorrow and Sea It, Live It, Love It.

COLIN DONNELLY

Town Manager

Town of Newton

Sep 2003 – May 2006

Newton, New Jersey

- Chief executive officer with 70 providing all municipal services to 8,200 residents.
- Completed three major capital projects: public works facility, public safety building, and new water plant
- Initiated redevelopment effort to solidify long-term revenue structure. Used visionary planning to rewrite the town's master plan and create a redevelopment plan.
- Negotiated sustainable labor contracts with police and general employees that introduced cost sharing for health care benefits.
- Served as a voting member of the town's planning board.

Assistant to the City Manager

City of Belleville

Sep 1995 – Sep 2003

Belleville, NJ

- Supported town manager in all areas of municipal government.
- Supervised the Personnel Division with two direct reports.
- Managed special projects.

EDUCATION

M.P.A. : Public Administration

Rutgers Graduate School - Newark, Newark, New Jersey

May 2000

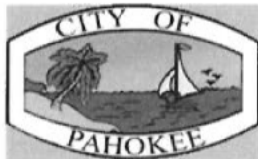
B.A.: Political Science

Rutgers University, New Brunswick, NJ

May 1991

AFFILIATIONS

- International City/County Management Association Member
- Governmental Purchasing Association of New Jersey
- Society for Human Resources Management
- Dania Beach Quality Housing Solutions (past board member)



City of Pahokee

207 Begonia Dr., Pahokee, FL 33476 phone 561-924-5534 fax 561-924-8140

Please Print Clearly

APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Résumés Are Not A Substitute for A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS CITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE PURSUANT TO CITY CODES AND POLICIES THAT MAY BE AMENDED FROM TIME TO TIME.

Applicant Name Colin Donnelly

Position Applied For (list only one) Interim City Manager

Telephone Number [REDACTED] Alternate/Cellular Telephone Number () -

Present Address: How long have you lived here? 3 months Years/Months

Street, Apartment, or Unit Number [REDACTED]

City/State/Zip: [REDACTED]

Email Address (optional) one23donnelly@outlook.com

Type of employment desired? Full-time ☒ Part-time ☐ (Specify Hours) _____

Are you willing to work overtime? Yes ☒ No ☐

Date on which you can start work if hired 9/28/2025

Have you previously applied for employment with this City? Yes ☒ No ☐

If Yes, when and for what position did you apply? n/a

Have you ever been employed by this City? Yes ☐ No ☒

If Yes, provide dates of employment, position and reason for separation from employment. _____
n/a

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

n/a

SPECIAL SKILLS

List any licenses or certifications you have that relate to this job: MicroSoft Office
other computer and internet applications. _____

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School	Columbia HS, Maplewood NJ,	College Prep	y	4	h.s. diploma
College	Rugters University, New Brunswick, NJ	Poly Sci	y	4	B.A.
Graduate/ Professional	Rutgers Graduate School, Newark NJ	Public Administration	y	2	MPA
Trade or Correspondence					

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent seven (7) year period. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Please do not answer "see resume." (You may attach additional sheets if needed.)

1. Name of Current or Last Employer n/a

Address: _____ Telephone: (____) ____ - _____

Job Title: _____ Supervisor Name: _____

From ____ To: ____ Hours Worked: _____

Duties: _____

Reason for Leaving: _____

May we contact? Yes ☐ No ☐ If No, why not? _____

Were you ever disciplined? If so, for what? _____

2. Name of Former Employer: City of Dania Beach, Florida

Address: 100 W. Dania Beach Blvd., Dania Beach Telephone: (954) 924-6800

Job Title: CIP and Grants Administrator Supervisor Name: Dincer Ozaydin

From 09/19 To: 10/24 Hours Worked: 40+

Duties: write and administer grants.

Manage city-wide capital improvement program

Reason for Leaving: relocate to NJ May we contact? Yes ☒ No ☐ If No, why not? _____

Were you ever disciplined while employed? If so, for what? no.

3. Name of Former Employer: city of Dania Beach

Address: 100 W. Dania Beach Blvd., Dania Beach Telephone: () _____ - _____

Job Title: Asst. City Manager Supervisor Name: Robert Baldwin

From 12/06 To: 05/19 Hours Worked: 40+

Duties direct report of community development, parking, code enforcement, recreation
and the beach. Asst. with duties of the city manager

Reason for Leaving: change in leadership in the city.

May we contact? Yes ☒ No ☐ If No, why not? _____

What will this employer say was the reason your employment terminated? I don't know.

Were you ever disciplined? If so, for what? no.

Have you ever been terminated or asked to resign from any job? Yes ☒ No ☐

Has your employment ever been terminated by mutual agreement? Yes ☐ No ☒

Have you ever been given the choice to resign rather than be terminated? Yes ☐ No ☒

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

~~As the town manager of Newton, N.J. I was asked to resign following a municipal election.~~

PROFESSIONAL REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work relationship (i.e. Supervisor, co-worker)	Telephone
Robert Baldwin	city manager	city of Dania Beach	supervisor	(954) 736-6983
Dincer Ozaydin	Deputy Director	Dania Beach DPW	supervisor	(954) 581-0022
Anne Castro	Director	Dania Beach Housing Authority	elected official	(954) 920-9662

PERSONAL REFERENCES

Please list names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known
Todd Pitney	Farmer	Jacksonville	(904) 415-5359	40
Stevie Berkowitz	Jeweler	Fort Lauderdale	(954) 648-9578	5
Kristen Milligan	HR professional	Hollywood	(954) 828-5300	12

DRIVING INFORMATION [Optional]

(Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license? Yes ☐ No ☐

If yes, License No.: _____ State: _____ Expiration Date: _____

If you do not have a Florida driver's license, why not? _____
_____ Has your license ever been suspended or revoked?

Yes ☐ No ☐

If yes, explain: _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments

APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

I hereby certify that the answers to the foregoing are true and correct to the best of my knowledge. I understand that CITY OF PAHOKEE ("the CITY") will attempt to verify statements made on my application.

I understand that the CITY requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre or post-employment form, or in any interview or other oral communication, may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the CITY.

I authorize personal references, as well as professional references, other persons, companies, corporations, schools, and law enforcement agencies identified in this application to furnish to the CITY and/or its representatives any information they have concerning me.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

I will be able, if hired, to certify that I am authorized to work in the United States of America. The Immigration Reform and Control Act of 1986 requires that, upon hiring, employers verify the authorization to work and identity of all new employees. An offer of employment is contingent upon the CITY's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the CITY, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for the CITY's benefit. If employed, I agree to keep all information about the CITY, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the CITY.

I understand that this application or subsequent employment does not create a contract of employment nor does it guarantee employment for any definite period of time. Should I be hired, I understand that my employment is at-will and my employment may be terminated at any time with or without cause, and with or without notice.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other employeeor the spouse or child of one, who is exempt from public records disclosure under 119.07, F.S.? Yes ☐ No ☒**

If yes, explain: _____

****Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments.**

Complete Signature of Applicant Date

Thank you for completing this application form and for your interest in employment with the City of Pahokee. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after one hundred eighty (180) days from date of application unless renewed, in writing, by the applicant.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

VETERANS NOTICE & CONSENT FORM

Check appropriate item to claim Veterans' Preference. Documentation substantiating your claim **MUST** be furnished at the time of application or your claim for veterans' preference will be invalid.

1. ☐ A Veteran who has served duty in any branch of the Armed Forces who has a presently existing service- connected disability 30% or more compensable under public laws administered by the Veterans' Administration; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veterans' Administration and the Department of Defense; **or**
2. ☐ The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained or interned in line of duty by a foreign government of power; **or**
3. ☐ A veteran of any war who has served on active duty for at least one (1) day during the wartime era, including but not limited to the following:
 - (a) Spanish-American War: April 21, 1898 to July 4, 1902;
 - (b) Mexican Border Period: May 9, 1916 to April 5, 1917;
 - (c) World War I: April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also, extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918;
 - (d) World War II: December 7, 1941, to December 31, 1946;
 - (e) Korean Conflict: June 27, 1950, to January 31, 1955;
 - (f) Vietnam Era: February 28, 1961, to May 7, 1975;
 - (g) Persian Gulf War: August 2, 1990 and ending on the date thereafter prescribed by Presidential proclamation or by law; **or**
4. ☐ The unmarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed through Veterans' Preference since October 1, 1987? ☐ Yes ☐ No ☒

If yes, give name of Employer: _____

Note: Under Florida law, preference in appointment and employment shall be given, by the State and its political subdivisions, first to those persons included in #1 and #2 above, and second to those persons included under #3 and #4 above. If any applicant claiming a veterans' preference for a vacant position is not selected for the position, they may file a complaint with the **Division of Veterans' Affairs, P. O. Box 1437, St. Petersburg, Florida 33731**. A complaint shall be filed within 21 days after notice of a hiring decision. If notice of a hiring decision is not given, a complaint may be filed at any time.

Applicant's Full Name (Please Print) _____

BRANCH OF SERVICE

DATA ENTRY

DATE OF DISCHARGE

SIGNATURE FORM

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED EIGHTY (180) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature: _____ **Date:** 09/22/2025

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that the City, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Witness

Date

Date